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ABSTRACT

The career and occupational development items contained in this document are part of a kit consisting of four documents which bring together different types of items that measure a number of career and occupational development (COD) objectives developed by the National Assessment of Educational Progress (NAEP). (NAEP--which completed a national survey measuring the achievement of knowledge, skills, understandings, and attitudes of young Americans in relation to COD objectives in the major learning areas--designed the kit to assist those faced with evaluating or assessing the need for career education programs.) The items presented are a part of the total COD assessment. They include tasks measuring self-appraisal skills, work-related experiences, knowledge about jobs, and attitudes towards work. (For the scoring guides to these items, see CE 013 024.) (SH)

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ED145201

CAREER AND OCCUPATIONAL DEVELOPMENT

ITEMS

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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National Assessment of Educational Progress

Oe 013 025

DIRECTIONS FOR ANSWERING EXERCISES

Multiple Choice Exercises

Some of the exercises in this booklet are followed by several suggested answers. For each exercise with suggested answers you should fill in the oval beside the one answer you think is correct.

Look at a sample of this type of exercise.

Sample Exercise

How many days are there in one week?

- ⬭ 5 days
- ⬭ 6 days
- ⬬ 7 days
- ⬭ 8 days

The oval beside "7 days" has been filled in because there are seven days in one week.

Remember, when you are answering an exercise with suggested answers, fill in only ONE oval. If you change an answer, be sure to erase your first answer COMPLETELY.

Short Answer Exercises

Some exercises may not have suggested answers. The two sample exercises below show how we would like you to write your answers to these exercises.

Sample Exercise

Name two places where a person could find information about a well-known scientist.

(1) at the library

(2) at a science museum

For this kind of exercise, write your answers on the lines provided as shown above.

Sample Exercise

Suppose I gave you a dime, a quarter and a penny. What is the TOTAL amount of money I gave you?

ANSWER 36 cents

For an exercise of this type, put your answer on the ANSWER line as is shown in the sample exercise.

If you do not know the answer to an exercise, please write the words, "I don't know."

For some exercises, you may want to calculate your answer or write some notes before you write your answer. Scratch paper has been passed out to you. Do your notes and your figuring on the scratch paper. Write ONLY your final answer in the booklet.

Comments:

A. Have you talked seriously to anyone about your plans for the future -- what you want to do, what training or education you need, etc.?

- ⊂⊃ Yes (Go to B)
- ⊂⊃ No (End the exercise)
- ⊂⊃ I don't know. (End the exercise)
- ⊂⊃ No response (End the exercise)

(Continued)

B. Who have you talked to? I do not want their names, I just want to know what KIND of person you talked to.

⬭ I don't know.

⬭ No response

For each person named by respondent ask, "IS THIS PERSON OLDER THAN YOU?" and "IS THIS PERSON AWARE OF YOUR SKILLS, ABILITIES, GOALS, OR INTERESTS?" Record responses below for each person given (up to 3 total).

(1) Person: _____

	Yes	No	I don't know.	No response
Older?	⬭	⬭	⬭	⬭
Aware?	⬭	⬭	⬭	⬭

(2) Person: _____

	Yes	No	I don't know.	No response
Older?	⬭	⬭	⬭	⬭
Aware?	⬭	⬭	⬭	⬭

(3) Person: _____

	Yes	No	I don't know.	No response
Older?	⬭	⬭	⬭	⬭
Aware?	⬭	⬭	⬭	⬭

Comments:

A. People can do some things better than other things. What are two things that you can do well?

- ⬭ I don't know.
- ⬭ No response

(1)

(2)

B. What are two things you have tried that you do NOT do very well?

- ⬭ I don't know.
- ⬭ No response

(1)

(2)

A. People can do some things better than other things. What are two things that you can do well?

(1) _____

_____

(2) _____

_____

B. What are two things you have tried that you do NOT do very well?

(1) _____

_____

(2) _____

_____

Comments:

Now, I'm going to ask you some questions about something you enjoy doing.

A. What is ONE thing you enjoy doing that you would like to be able to do better?

- ⊂⊃ Nothing (End the exercise)
- ⊂⊃ I don't know. (End the exercise)
- ⊂⊃ No response (End the exercise)

B. How well do you do this compared to other people your age?

- ⊂⊃ I don't know.
- ⊂⊃ No response

(Continued)

C. How do you know how well you do this?

- ⬭ I don't know.
- ⬭ No response

D. Have you tried to find out how you could do it better?

- ⬭ Yes (Go to E)
- ⬭ No (End the exercise)
- ⬭ I don't know. (End the exercise)
- ⬭ No response (End the exercise)

E. How did you try to find out?

- ⬭ I don't know.
- ⬭ No response

Comments:

A. There are tests to help you decide on your career or job plans. These tests help you to find out such things as what you like to do best, what jobs you would rather have, or if you have mechanical, clerical or other abilities. Did you ever take such a test?

- ⊂⊃ Yes (Go to B)
- ⊂⊃ No (End the exercise)
- ⊂⊃ I don't know. (End the exercise)
- ⊂⊃ No response (End the exercise)

B. Did you discuss the test results with anyone who could advise you on your plans?

- ⊂⊃ Yes (Go to C)
- ⊂⊃ No (End the exercise)
- ⊂⊃ I don't know. (End the exercise)
- ⊂⊃ No response (End the exercise)

(Continued)

C. What job or position did this person have?

⬭ I don't know.
⬭ No response

On this and the following three pages are some things people say about their jobs. You should decide what job the person is telling about and fill in the oval beside the name of that job.

Here is an example:

"People come to me to have me fix their teeth. I do such things as fill cavities and put braces on teeth.

What is the name of my job?"

- ● Dentist
- ○ Preacher
- ○ Doctor
- ○ Lawyer
- ○ Barber

- ○ I don't know.

This person is a DENTIST, so the oval beside "Dentist" has been filled in.

Now do A through E in the same way.

(Continued)

A. "I wear a white uniform and white shoes. I work in a hospital where I help doctors take care of sick people. I bring medicine to patients and take their temperatures, and do lots of things to make the patients feel better.

What is the name of my job?"

- ⬭ Waitress
- ⬭ Nurse
- ⬭ Beauty operator
- ⬭ X-ray technician
- ⬭ Stewardess

- ⬭ I don't know.

B. "Every day, except Sundays and holidays, I deliver letters and packages to the people on my route. I usually carry a big bag and wear a gray-blue uniform.

What is the name of my job?"

- ⬭ Milkman
- ⬭ Newspaper deliveryman
- ⬭ Florist
- ⬭ Policeman
- ⬭ Mailman

- ⬭ I don't know.

(Continued)

C. "I work in an office. I take dictation in shorthand, type letters, answer the telephone, and do many other things around the office.

What is the name of my job?"

- ⊂ Office manager
- ⊂ Telephone switchboard operator
- ⊂ Receptionist
- ⊂ File clerk
- ⊂ Secretary

- ⊂ I don't know.

D. "I work at a place where people drive their cars in to buy gasoline. I check the oil and water in their cars, and I wash windshields.

What is the name of my job?"

- ⊂ Automobile mechanic
- ⊂ Auto parts salesman
- ⊂ Service station attendant
- ⊂ Window washer
- ⊂ Truck driver

- ⊂ I don't know.

(Continued)

E. "I work in radio and television. I tell people about what has been happening in the world and I sometimes tell people about the weather and about sports.

What is the name of my job?"

- ⊂ Actor
- ⊂ Radio or television repairman
- ⊂ Newspaper editor
- ⊂ Newscaster
- ⊂ Camera operator

- ⊂ I don't know.

A. Which one of the following jobs requires heavy lifting, crawling and bending?

- ⬭ Automobile repairman
- ⬭ Salesman
- ⬭ Barber
- ⬭ Railroad engineer

- ⬭ I don't know.

B. Which person below spends the most time sitting on the job?

- ⬭ Furniture maker
- ⬭ Salesman
- ⬭ Forest ranger
- ⬭ Secretary

- ⬭ I don't know.

C. Which person below spends the most time working with numbers?

- ⬭ Accountant
- ⬭ Electrician
- ⬭ Architect
- ⬭ Salesman

- ⬭ I don't know.

(Continued)

D. Which one of the following jobs requires good color vision?

- ⊂⊃ English teacher
- ⊂⊃ Chemist
- ⊂⊃ Machinist
- ⊂⊃ Lawyer
- ⊂⊃ I don't know.

E. Which person below spends the most time working with machines?

- ⊂⊃ X-ray technician
- ⊂⊃ Computer programmer
- ⊂⊃ Receptionist
- ⊂⊃ Beauty operator
- ⊂⊃ I don't know.

F. Which person below spends the most time using hand tools?

- ⊂⊃ Carpenter
- ⊂⊃ Machinist
- ⊂⊃ Radio-TV serviceman
- ⊂⊃ Architect
- ⊂⊃ I don't know.

(Continued)

G. Which person below spends the most time helping people with their personal and family problems?

- ⬭ Policeman
- ⬭ Teacher
- ⬭ Social worker
- ⬭ Banker

- ⬭ I don't know.

H. For which one of the following jobs is good eyesight important?

- ⬭ Watch repairman
- ⬭ Grocery store clerk
- ⬭ Janitor
- ⬭ Gas station attendant

- ⬭ I don't know.

I. On which one of the following jobs is it important to work fast with your fingers?

- ⬭ Clothing store salesperson
- ⬭ Policeman
- ⬭ Secretary
- ⬭ Janitor

- ⬭ I don't know.

A. Which one of the following jobs usually requires the LONGEST period of training?

- ⬭ Manicurist
- ⬭ Plumber
- ⬭ Assembly line worker
- ⬭ Truck driver

- ⬭ I don't know.

B. Which one of the following jobs usually requires the LONGEST period of training?

- ⬭ Lawyer
- ⬭ Computer operator
- ⬭ Electronic technician
- ⬭ Insurance salesman

- ⬭ I don't know.

C. Which one of the following jobs usually requires the LONGEST period of training?

- ⬭ Registered nurse
- ⬭ Practical nurse
- ⬭ Hospital orderly
- ⬭ X-ray technician

- ⬭ I don't know.

(Continued)

D. Which one of the following jobs usually requires the LONGEST period of training?

- ⊂ Airlines ticket agent
- ⊂ Tool designer
- ⊂ Model
- ⊂ Draftsman

- ⊂ I don't know.

E. Which one of the following jobs usually requires the LONGEST period of training?

- ⊂ Supermarket checker
- ⊂ Civil engineer
- ⊂ Surveyor
- ⊂ Air conditioning mechanic

- ⊂ I don't know.

Suppose a person is working on a job and has a chance to be promoted to a better paying job in which he will supervise the work of his fellow employees.

A. Besides the increase in salary, what are three other reasons he might accept the promotion?

(1)_____

_____

(2)_____

_____

(3)_____

_____

B. What are three reasons he might refuse the promotion?

(1)_____

_____

(2)_____

_____

(3)_____

_____

Comments:

A. What does a mailman do on the job?

- ⬭ I don't know.
- ⬭ No response

(1) _____

(2) _____

(3) _____

B. What does a store clerk do on the job?

- ⬭ I don't know.
- ⬭ No response

(1) _____

(2) _____

(3) _____

(Continued)

C. What does a policeman do on the job?

- ⬭ I don't know.
- ⬭ No response

(1) _____

(2) _____

(3) _____

D. What does a teacher do on the job?

- ⬭ I don't know.
- ⬭ No response

(1) _____

(2) _____

(3) _____

A. Which person usually earns the most money?

- ⬭ Plumber
- ⬭ Tailor
- ⬭ Bus driver
- ⬭ Watchman

- ⬭ I don't know.

B. Which person usually earns the most money?

- ⬭ Elementary school teacher
- ⬭ Postal clerk
- ⬭ Nurse
- ⬭ Chemist

- ⬭ I don't know.

C. Which person usually earns the most money?

- ⬭ Electrical engineer
- ⬭ Draftsman
- ⬭ Computer programmer
- ⬭ Technical writer

- ⬭ I don't know.

(Continued)

D. Which person usually earns the most money?

- ⊂ Secretary
- ⊂ Telephone operator
- ⊂ Nurses' aide
- ⊂ Store clerk

- ⊂ I don't know.

E. Which person usually earns the most money?

- ⊂ Dentist
- ⊂ Druggist
- ⊂ X-ray technician
- ⊂ Physician

- ⊂ I don't know.

Comments:

A. Are you interested in a hobby, sport, game, or activity that might be useful for a job?

- ⊂ Yes (Go to B)
- ⊂ No (End the exercise)
- ⊂ I don't know. (End the exercise)
- ⊂ No response (End the exercise)

B. What ONE hobby, sport, game, or activity are you interested in that might be useful for a job?

- ⊂ None (End the exercise)
- ⊂ I don't know. (End the exercise)
- ⊂ No response (End the exercise)

(Continued)

C. For what job might this be useful?

- ⬭ None (End the exercise)
- ⬭ I don't know. (End the exercise)
- ⬭ No response (End the exercise)

D. How would an interest in (insert response from B) be useful to a (insert response from C) ?

- ⬭ I don't know.
- ⬭ No response

Comments:

A. Is there ONE subject you have taken in school that taught you something that might be useful for a job?

- ⬭ Yes (Go to B)
- ⬭ No (End the exercise)
- ⬭ I don't know. (End the exercise)
- ⬭ No response (End the exercise)

B. What subject was it?

- ⬭ None (End the exercise)
- ⬭ I don't know. (End the exercise)
- ⬭ No response (End the exercise)

(Continued)

C. For what job might this be useful?

- ⬭ I don't know.
- ⬭ No response

On this and the following page list ten different things that a person should think about in choosing a job or career.

(1) _____

_____

_____

(2) _____

_____

_____

(3) _____

_____

_____

(4) _____

_____

_____

(5) _____

_____

_____

(Continued)

(6) _____

_____

_____

(7) _____

_____

_____

(8) _____

_____

_____

(9) _____

_____

_____

(10) _____

_____

_____

Suppose you want to find out more about a job you are interested in. What are five things you could do NOW to find out more about the job before you take the job or begin job training?

(1) _____

_____

(2) _____

_____

(3) _____

_____

(4) _____

_____

(5) _____

_____

Comments for Parts A through C:

Now, I will ask you a series of questions about your future job plans.

Careers such as homemaking or full-time community or religious work ARE counted as jobs.

A. Have you ever thought about the kind of job you would like to have in the future?

- ⊂⊃ Yes (Go to B)
- ⊂⊃ No (End the exercise)
- ⊂⊃ I don't know. (End the exercise)
- ⊂⊃ No response (End the exercise)

(Continued)

B. What jobs have you considered?

- ⬭ None (End the exercise)
- ⬭ I don't know. (End the exercise)
- ⬭ No response (End the exercise)

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

If respondent names only one job, go to D.

C. Which ONE of these jobs are you most interested in doing?

- ⬭ None (End the exercise)
- ⬭ I don't know. (End the exercise)
- ⬭ No response (End the exercise)

_____

_____

(Continued)

Comments for Parts D and E:

D. Name three things about this job that you would like.

- ⊃ I don't know.
- ⊃ No response

(1)

(2)

(3)

(Continued)

E. Name three things about this job that you might NOT like.

- ⬭ I don't know.
- ⬭ No response

(1) _____

_____

(2) _____

_____

(3) _____

_____

(Continued)

Comments for Parts F and G:

F. Name three skills or abilities which you must have in order to do that job.

- ⊂ I don't know. (End the exercise)
- ⊂ No response (End the exercise)

(1)

(2)

(3)

(Continued)

G. Name three different jobs that you could get into using the SAME skills or abilities.

- ⬭ I don't know.
- ⬭ No response

(1)_____

(2)_____

(3)_____

Comments for Parts A through C:

Turn on tape recorder.

A. Have you ever tried to get a part-time or summer job?

- ⊂ Yes (Go to B)
- ⊂ No (Go to C)
- ⊂ I don't know. (Go to C)
- ⊂ No response (Go to C)

B. Why?

- ⊂ I don't know.
- ⊂ No response

Comments for Parts C through O: _____

C. Have you ever had a job outside your own home for which you received PAY?

- ⬭ Yes (Go to D)
- ⬭ No (Go to H)
- ⬭ I don't know. (Go to H)
- ⬭ No response (Go to H)

D. What kind of PAID job, outside your own home, do you now have or have you had MOST RECENTLY?

Clarify if necessary. If answer is something like "clerk" ask, "What kind of business was that for?" If answer is something like "I worked on a farm" . . . "at a store" . . . "for my uncle" ask, "What did you do?"

E. How long (have you done/did you do) this job FOR PAY?

Try to get an answer in terms of a definite unit of time such as: one day, two months, a year and a half, etc.

F. Did you work at this job FOR PAY (Read all the following)

	Yes	No	I don't know.	No Response
before or after school during the school year?	⬭	⬭	⬭	⬭
during school hours?	⬭	⬭	⬭	⬭
on weekends during the school year?	⬭	⬭	⬭	⬭
during vacations such as summer or Christmas?	⬭	⬭	⬭	⬭

G. What other jobs, outside your own home, have you had FOR PAY?

Clarify if necessary. See Part D.

1 _____

2. _____

H. Have you ever had a job outside your own home for which you received NO PAY?

- ⬭ Yes (Go to I)
- ⬭ No (Go to N)
- ⬭ I don't know. (Go to N)
- ⬭ No response (Go to N)

I. What kind of UNPAID job outside your own home do you do, or have you done most recently?

Clarify if necessary. See Part D.

J. Did you do this job without pay VOLUNTARILY? That is, did you decide to do it on your own?

- ⬭ Yes
- ⬭ No
- ⬭ I don't know.
- ⬭ No response

K. How long (have you done/did you do) this job WITHOUT PAY?

Try to get an answer in terms of a definite unit of time, such as: one day, two months, a year and a half, etc.

L. Did you work on this job WITHOUT PAY (Read all the following)

	Yes	No	I don't know.	No Response
before or after school during the school year?	⬭	⬭	⬭	⬭
during school hours?	⬭	⬭	⬭	⬭
on weekends during the school year?	⬭	⬭	⬭	⬭
during school vacations such as summer or Christmas?	⬭	⬭	⬭	⬭

M. What other UNPAID jobs outside your own home have you had?

Clarify if necessary. See Part D.

1. _____

2. _____

N. What kind of tasks or chores do you do AT HOME?

- ⬭ None (End the exercise)
- ⬭ I don't know. (End the exercise)
- ⬭ No response (End the exercise)

1. _____

2. _____

3. _____

O. Do you ever receive pay for work done AT HOME?

- ⬭ Yes
- ⬭ No
- ⬭ I don't know.
- ⬭ No response

List any lessons, training or courses you have taken outside of regular school. These can include lessons taken during summer school, summer camps, special classes, music or art lessons, and so forth.

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

A. Have you ever visited a dairy?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

B. Have you ever visited a newspaper plant?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

C. Have you ever visited a museum?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

D. Have you ever visited a zoo?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

(Continued)

E. Have you ever visited a planetarium or an observatory?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

F. Have you ever visited an aquarium?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

G. Have you ever visited a factory?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

H. Have you ever visited a college?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

(Continued)

I. Have you ever visited a farm?

- ⬭ Yes
- ⬭ No
- ⬭ I don't know.

J. Have you ever visited a library?

- ⬭ Yes
- ⬭ No
- ⬭ I don't know.

K. Have you ever visited an airport?

- ⬭ Yes
- ⬭ No
- ⬭ I don't know.

Which of the things on this and the following six pages have you done by yourself without help?

A. Have you baby sat without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

B. Have you baked a cake or pie without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

C. Have you built something out of wood without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

(Continued)

D. Have you carved something out of wood or soap without help?

- ⬭ Yes
- ⬭ No
- ⬭ I don't know.

E. Have you changed sheets on a bed without help?

- ⬭ Yes
- ⬭ No
- ⬭ I don't know.

F. Have you cooked a complete meal for your family without help?

- ⬭ Yes
- ⬭ No
- ⬭ I don't know.

G. Have you designed something to make without help?

- ⬭ Yes
- ⬭ No
- ⬭ I don't know.

(Continued)

H. Have you drawn a map without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

I. Have you invented a game without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

J. Have you ironed clothes without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

K. Have you knit without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

(Continued)

L. Have you made a toy without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

M. Have you made clothing for yourself without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

N. Have you painted some object (not a picture) without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

O. Have you planted vegetables or flowers without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

(Continued)

P. Have you put batteries in a flashlight without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

Q. Have you ordered something from a catalogue without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

R. Have you repaired a bicycle, wagon, or roller skates without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

S. Have you set the time on a clock without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

(Continued)

T. Have you shopped at a store by yourself without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

U. Have you taken your own temperature without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

V. Have you used the card catalogue in a library without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

W. Have you washed dishes without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

(Continued)

X. Have you washed windows without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

Y. Have you written a letter without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

Z. Have you written a report without help?

- ⬭ Yes
- ⬭ No

- ⬭ I don't know.

Below is a size table:

SIZE TABLE FOR SOCKS			
Shoe Size	Sock Size	Shoe Size	Sock Size
$6\text{-}6\frac{1}{2}$	$9\frac{1}{2}$	$9\text{-}9\frac{1}{2}$	11
$7\text{-}7\frac{1}{2}$	10	$10\text{-}10\frac{1}{2}$	$11\frac{1}{2}$
$8\text{-}8\frac{1}{2}$	$10\frac{1}{2}$	$11\text{-}11\frac{1}{2}$	12

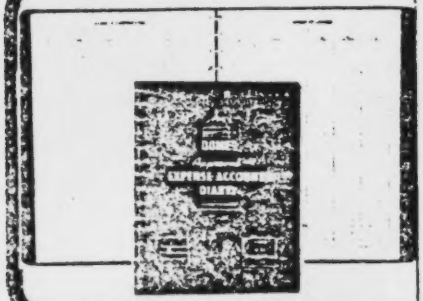
According to the table, what size socks should you buy if you wear size 10 shoes?

- 7
- $7\frac{1}{2}$
- 10
- $10\frac{1}{2}$
- 11
- $11\frac{1}{2}$

- I don't know.

Suppose you purchased $200.00 worth of merchandise from a store on an installment plan. You are to make 24 monthly payments of $11.35 each. How much money in finance charges will you have paid at the end of two years?

ANSWER: _____



DOME EXPENSE ACCOUNT DIARY

Conforms to I.R.S. regulations on expense accounts. Covers full year; not dated, usable anytime. Contains explanation of rules. Black Lexhide cover, white embossed lettering. Wire-O-Bound.

C6-760 10¼" x 7¾" $3.75

DOME PERSONAL TAX RECORD

Created as a result of I.R.S announcement that detailed records of deductible expenses must be kept. Contains year's record of weekly expenses and summaries, plus capital gains, interest, dividend, rent income and tax tips.

C6-700 4¼" x 9" $1.50

DIXIE ADJUSTABLE DISPENSER

This stainless steel dispenser will work with 12 sizes of Dixie Cups, allowing you to switch sizes without purchasing a new dispenser. One screw-type adjustment is all that is necessary. A clear acetate window lets you see when the dispenser needs reloading. Comes with wall bracket and screws. Size 15⅞" long, 3-11/16" wide, fits the following Dixie Cups: #154, 7013, 7014, 7015, 4, 37, 44, 45, 47, 52, 58, COS-01.

K3-05-115 ..... $5.25

(Continued)

Fill out the order blank below to order one of each of the items pictured on the opposite page. Use the name of Pat Doe and the address of 100 Center Street, Atlanta, Georgia 30304.

HAYES DISTRIBUTING INC.

269 South Havana
Denver, Colorado 80232

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

CATALOG NUMBER	QUANTITY	DESCRIPTION	PRICE EACH	TOTAL AMOUNT

SHIPPING AND HANDLING CHARGES:

$ .00 - $2.00 - add $.30 $4.01 - $5.00 - add $.75
$2.01 - $3.00 - add $.55 $5.01 - $6.00 - add $.85
$3.01 - $4.00 - add $.65 $6.01 - $9.00 - add $.95
Over $9.00 - add $.99

TOTAL

SHIPPING & HANDLING

TOTAL AMOUNT ENCLOSED

Tapescript for exercise 302010-N,T,S,A:

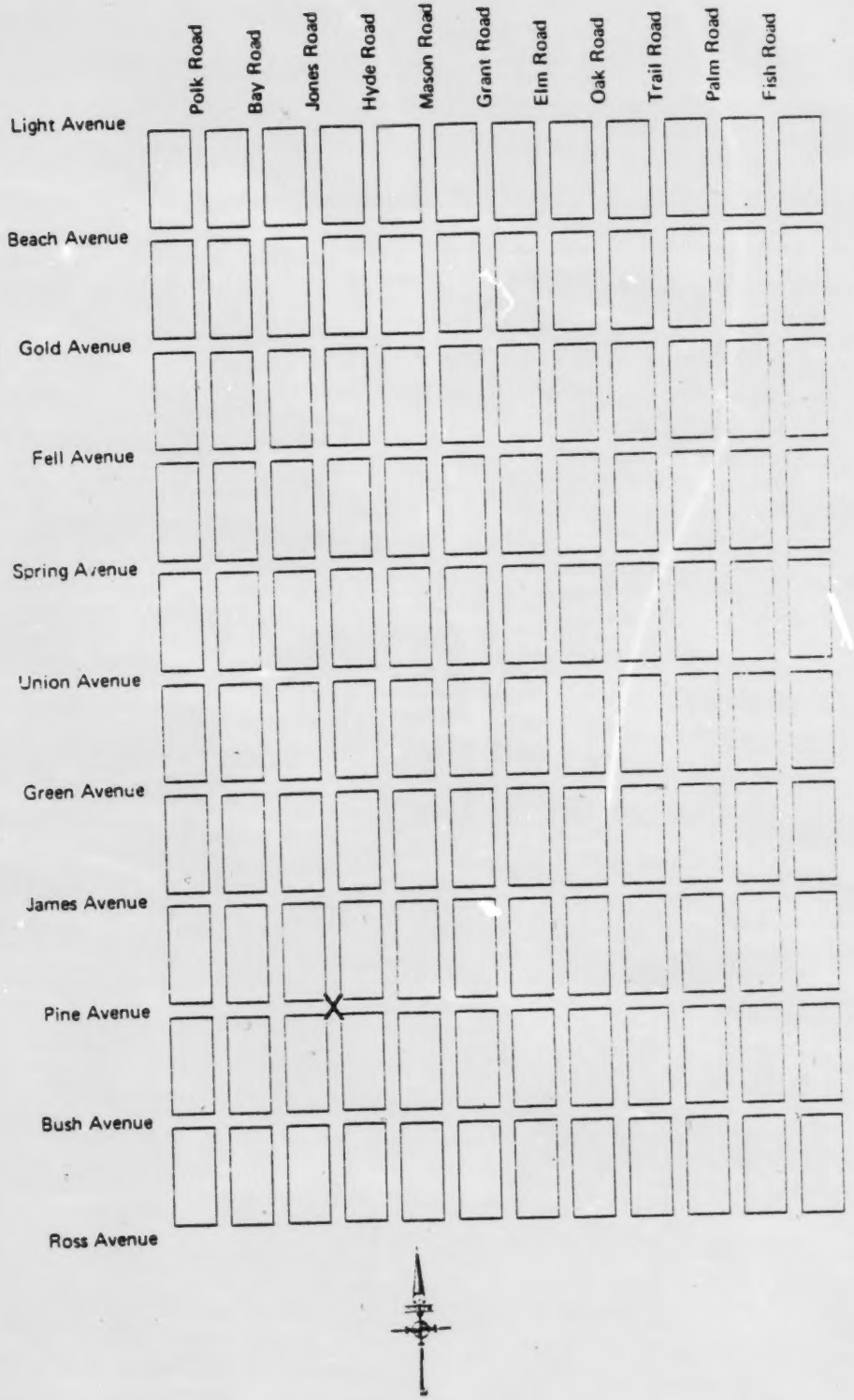
On this page is a map of streets in a city. The compass at the bottom of the map tells you which direction is north, south, east and west. First, I will tell you where you are in the city. Then I will give you instructions to follow to get from that place to another such as, "Go one street west on Pine Avenue and then two streets north on Bay Road." You must listen carefully to me because I will not repeat the instructions. You should be at a certain place when I finish giving you the instructions. Place your pencil point on the red X on the map. With your pencil point on the red X, you are on the corner of Pine Avenue and Jones Road. This is where you are now. You may draw a line on the map with your pencil as I tell you where to go. Here are the instructions:

Go four streets north on Jones Road, and hold your pencil at that point.

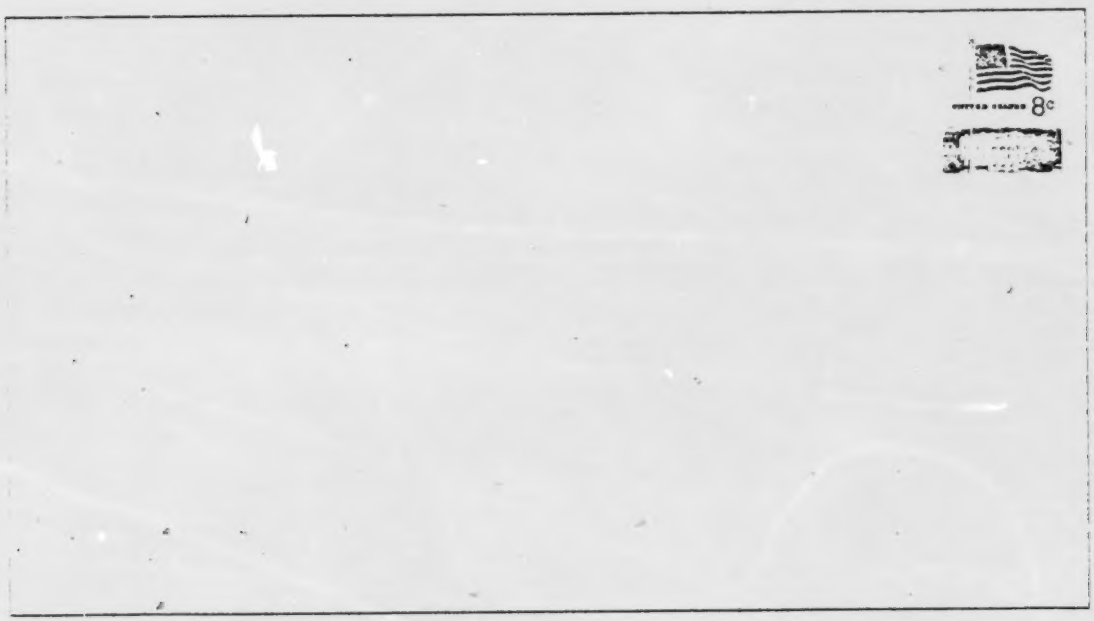
Now go five streets east on Spring Avenue, and hold your pencil at that point.

Now go three streets south on Oak Road, and hold your pencil at that point.

Now mark an X at the corner of the two streets where you are now.


Polk Road
Bay Road
Jones Road
Hyde Road
Mason Road
Grant Road
Elm Road
Oak Road
Trail Road
Palm Road
Fish Road
Light Avenue
Beach Avenue
Gold Avenue
Fell Avenue
Spring Avenue
Union Avenue
Green Avenue
James Avenue
Pine Avenue
Bush Avenue
Ross Avenue
X

Pretend that your name is Dale Roberts and you live at 1545 Lake Street in Narka, Kansas. The zip code for Narka, Kansas, is 66960. You have written a letter to John Way. He lives at 345 Moose Street, Nome, Alaska. The zip code for Nome, Alaska, is 99762. Address the envelope below. Make sure you write down everything that should go on the envelope.



Suppose a large airline has the following policy:

> "All stewardesses must be unmarried women between the ages of 21 and 35."

How would you change the policy? Write your new policy below.

Comments:

A. Have you ever helped anyone with school work that he could not do by himself?

- ⊂⊃ Yes (Go to B)
- ⊂⊃ No (End the exercise)
- ⊂⊃ I don't know. (End the exercise)
- ⊂⊃ No response (End the exercise)

B. What did you do to help that person with his schoolwork?

- ⊂⊃ I don't know.
- ⊂⊃ No response

List five kinds of part-time work people your age do to earn money in or near your town.

(1)_____

(2)_____

(3)_____

(4)_____

(5)_____

Below are three ads from the Help Wanted section of a newspaper. Read all three ads and choose which job you would like best if you had to apply for one of them.

-Help Wanted-

OFFICE HELPER: experience in light typing and filing desirable but not necessary, must have 1 yr. high school math and be able to get along with people. $2.50/hr. to start. Start now. Good working conditions. Write to ACE Company, P. O. Box 100, Columbia, Texas 94082.

-Help Wanted-

SALESPERSON: some experience desirable but not necessary, must be willing to learn and be able to get along with people. $2.50/hr. to start. Job begins now. Write to ACE Shoestore, P. O. Box 100, Columbia, Texas 94082.

-Help Wanted-

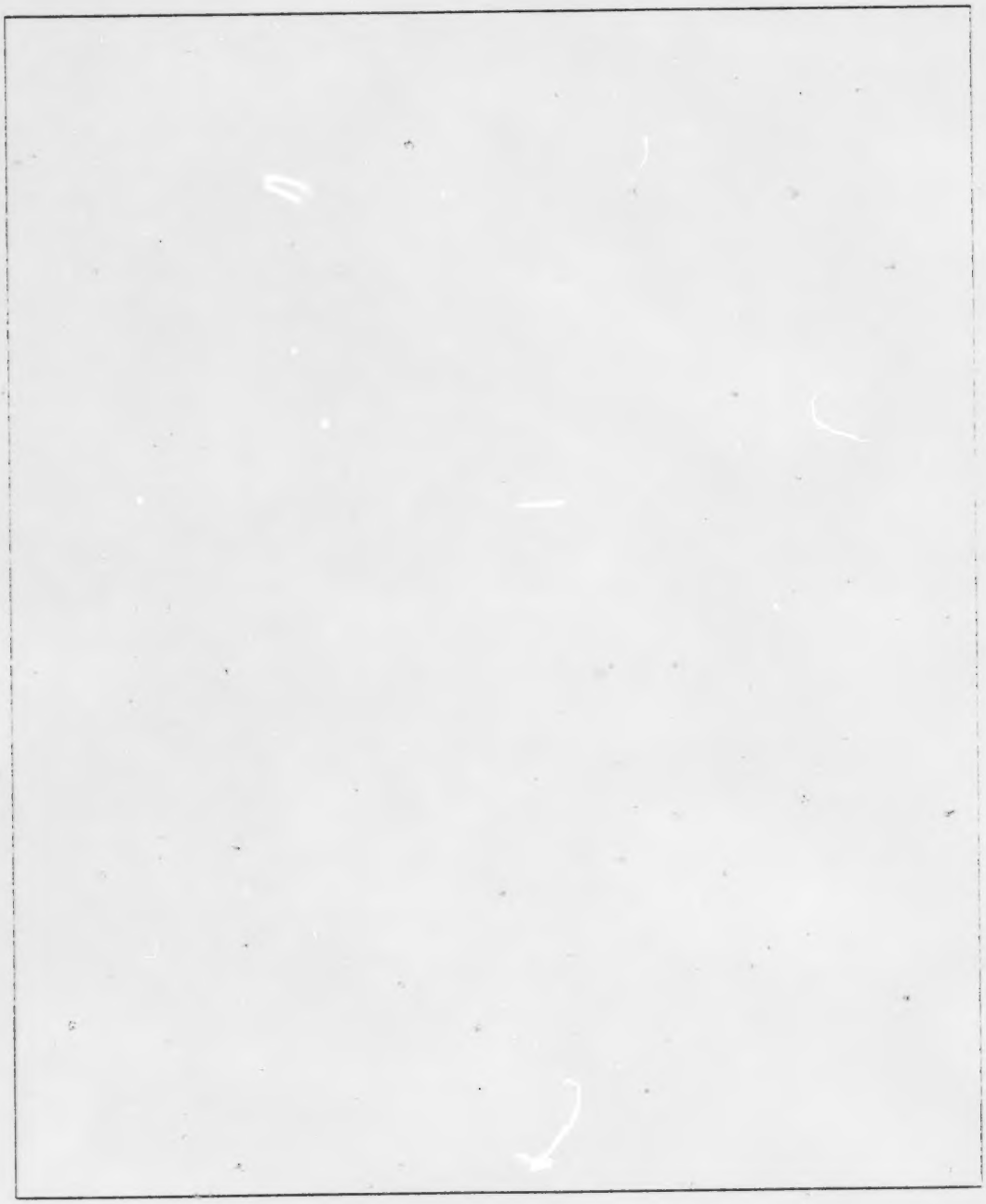
APPRENTICE MECHANIC: some experience working on cars desirable but not necessary, must be willing to learn and be able to get along with people. $2.50/hr. to start. Job begins now. Write ACE Garage, P. O. Box 100, Columbia, Texas 94082.

Fill in the oval beside the ONE you choose.

On the next two pages, write a letter applying for the job that you chose. Write the letter as if you were actually trying to get the job. Use the name Dale Roberts.

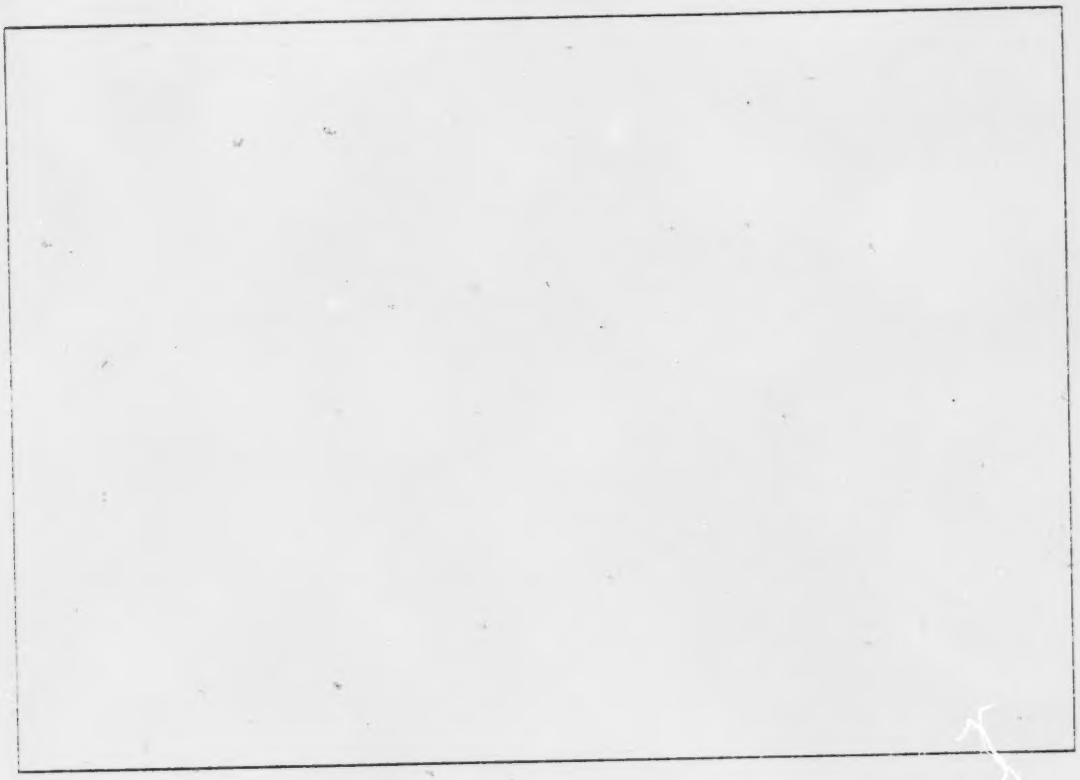
(Continued)

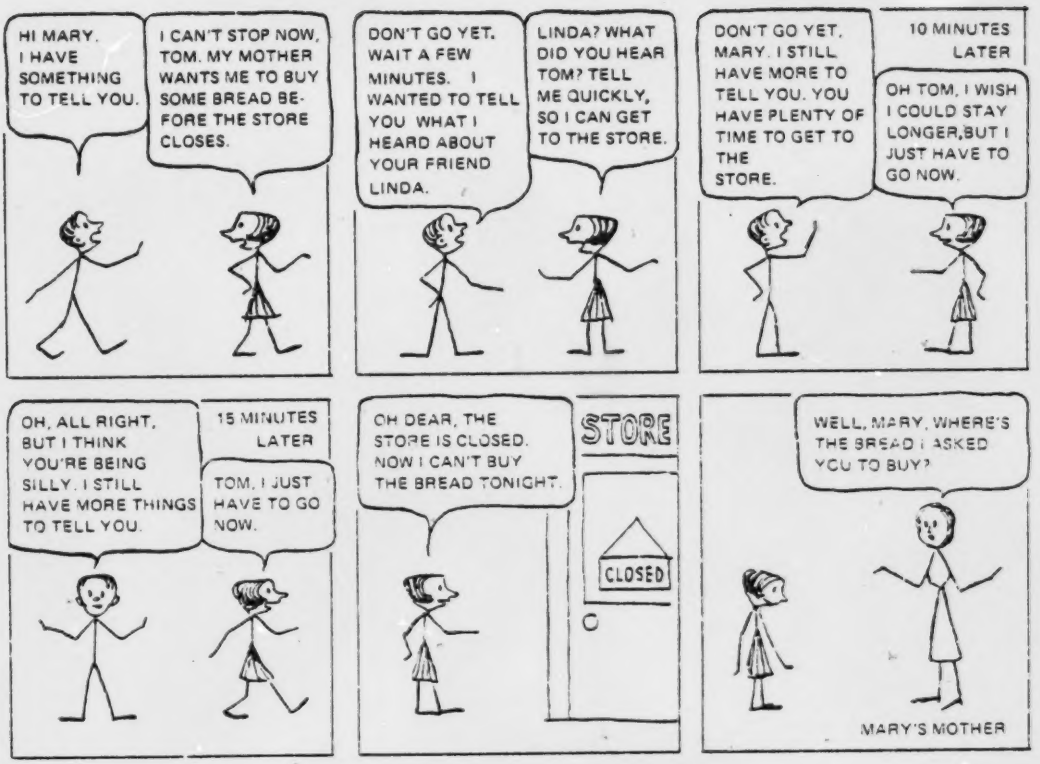
Write your letter of application in the boxes on this and the following page:



(Continued)

You may continue your letter in the box below:




HI MARY. I HAVE SOMETHING TO TELL YOU.
I CAN'T STOP NOW, TOM. MY MOTHER WANTS ME TO BUY SOME BREAD BEFORE THE STORE CLOSES.
DON'T GO YET. WAIT A FEW MINUTES. I WANTED TO TELL YOU WHAT I HEARD ABOUT YOUR FRIEND LINDA.
LINDA? WHAT DID YOU HEAR TOM? TELL ME QUICKLY, SO I CAN GET TO THE STORE.
DON'T GO YET, MARY. I STILL HAVE MORE TO TELL YOU. YOU HAVE PLENTY OF TIME TO GET TO THE STORE.
10 MINUTES LATER
OH TOM, I WISH I COULD STAY LONGER, BUT I JUST HAVE TO GO NOW.
OH, ALL RIGHT, BUT I THINK YOU'RE BEING SILLY. I STILL HAVE MORE THINGS TO TELL YOU.
15 MINUTES LATER
TOM, I JUST HAVE TO GO NOW.
OH DEAR, THE STORE IS CLOSED. NOW I CAN'T BUY THE BREAD TONIGHT.
STORE
CLOSED
WELL, MARY, WHERE'S THE BREAD I ASKED YOU TO BUY?
MARY'S MOTHER

Whose fault was it that Mary did not buy the bread for her mother that night?

- ⬭ It was Tom's fault because he talked too long.
- ⬭ It was no one's fault because Mary didn't want to be rude and leave Tom.
- ⬭ It was Tom's fault because he wouldn't let Mary leave.
- ⬭ It was Mary's fault because she talked too long.

- ⬭ I don't know.

Suppose you are a factory worker operating a machine which has a special safety shield on it. You are required to put up the safety shield whenever the machine is being used so that hot pieces of metal which come off the machine cannot hit and burn other workers. One day you are operating the machine without putting up the safety shield. A piece of hot metal flies through the air and severely burns another worker who was in a place where he wasn't supposed to be.

A. Are you responsible for the injury to the other person?

⊂ Yes

⊂ No

⊂ I don't know.

B. Please give a reason for your answer.

_____

_____

_____

_____

_____

Comments:

Suppose your school made a new rule that you thought was very unfair. What would you do?

- I don't know.
- No response

(1) _____

_____

(2) _____

_____

Suppose a place where you worked made a new rule that you thought was very unfair. What would you do?

(1)_____

_____

(2)_____

_____

Suppose you are the only person given a job to do by your teacher. You are to get the job done by tomorrow, but you don't quite understand just what it is that you are to do. What would you do to get help?

A factory manager has just called a meeting of his foremen to decide whether they can make and deliver 200 inflatable boats of a new type within two weeks.

Which one of the following subjects would be the LEAST worthwhile to discuss at the meeting?

- ⊂ Whether the factory has enough materials on hand for 200 boats
- ⊂ What should be printed on the boxes the boats are shipped in
- ⊂ The kind of material to be used
- ⊂ Whether overtime will be required to meet the two-week deadline

- ⊂ I don't know.

Give six reasons why some people who are willing to work find it hard to get a good job.

(1) _____

_____

(2) _____

_____

(3) _____

_____

(4) _____

_____

(5) _____

_____

(6) _____

_____

A. Mr. Smith has a job. All day long he runs a machine that punches holes in leather belts. He does the same thing every day. Do you think it is possible that Mr. Smith likes his job?

⬭ Yes

⬭ No

⬭ I don't know.

B. Give a reason for your answer.

_____

_____

_____

_____

_____

Suppose you had to work for a living. Who should make the final decision about the kind of job you would take?

_____

_____

A. Would you enjoy building houses and gardens if you were a millionaire?

- Yes
- No

- I don't know.

B. Would you enjoy giving to charity if you were a millionaire?

- Yes
- No

- I don't know.

C. Would you enjoy learning new things if you were a millionaire?

- Yes
- No

- I don't know.

D. Would you enjoy raising race-horses if you were a millionaire?

- Yes
- No

- I don't know.

(Continued)

E. Would you enjoy traveling if you were a millionaire?

- ⬭ Yes
- ⬭ No
- ⬭ I don't know.

A. In our country we have child labor laws which do not allow children to work at regular jobs. Should we continue to have such laws?

⬭ Yes

⬭ No

⬭ I don't know.

B. Give three reasons for your answer.

(1) _____

_____

(2) _____

_____

(3) _____

_____